



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 09-32**

**15 July 2009**

**California Army National Guard Active Guard Reserve (AGR) Time, Attendance and Leave Policy**

**1. References.**

- a. AR 600-8-10, Leave and Passes, dated 15 February 2006
- b. MILPER Message Number 08-004, AHRC-PDO-IP, Policy Change on the use of Leave in Conjunction with a Special Pass, dated 1 April 2008

2. Commanders, Directors and full-time supervisors (OIC's/NCOIC's) at battalion and higher levels are authorized the approval of leave requests and to regulate AGR work schedules for maximum use of accrued leave. This policy will be consistent with operational and training requirements and the desires of the AGR member. Leave will be granted only upon the request of the AGR member concerned. The AGR member's immediate full-time supervisor recommends approval or disapproval of leave. The senior supervisor will grant final approval or disapproval.

3. Commanders and full-time supervisors will establish an ordinary leave program for AGR personnel and will provide maximum opportunity for all personnel to take accrued leave, within the constraints of operational military requirements. Commanders and full-time supervisors will encourage all AGR personnel to use their entire 30 days accrued leave each year. Full-time supervisor or their designated representative will provide program oversight and review using the Commander's Pay Management Report.

4. In accordance with MILPER Message Number 08-004, leave may be taken in conjunction with a special 4-day pass before starting the special pass or after the special pass. Taking leave, then a pass, then back on leave is not authorized. In addition, requests for leave will not be approved which encompasses two or more periods of absence during which the Soldiers are not required to perform duty from the end of one leave period to the beginning of another leave period. For example, if a Soldier's scheduled non-duty days are Saturday and Sunday, and requests to take leave for two weeks, the scheduled non-duty days are also counted as leave.

5. Questions may be directed to SSG Mark P. Mastroianni at CAGNET 6-3404, DSN 466-3404, commercial (916) 854-3404, or email at [marco.mastroianni@us.army.mil](mailto:marco.mastroianni@us.army.mil).

A handwritten signature in black ink, appearing to read "David B. Nickels".

DAVID B. NICKELS  
COL, GS, CA ARNG  
J1, Director of Manpower and Personnel

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